REQUEST FOR REVIEW OF TRANSFER CREDIT

Please allow three weeks for your request to be processed. You will be notified by mail of the decision.

-- PLEASE PRINT and COMPLETE EVERY SECTION --

DATE: __________________________

Student Name: ___________________________   Panther Number: ___________________________   Program: ___________________________

Phone: ___________________________   GSU Student Email: ___________________________

Student Address:

Street: ___________________________   City: ___________________________   State: ___________________________   ZC: ___________________________

Institution Name/Location: ___________________________

Prefix/Number: ___________________________   Course Title: ___________________________   Year: ___________________________   Hours: ___________________________   Grade: ___________________________

Proposed GSU Equivalent Course: ___________________________

IMPORTANT: PLEASE READ BELOW.

- If requested credit will be taken during a future term (i.e. transient, study abroad, etc) at another institution, please circle the one which applies.
- Syllabus from course taken at previous institution MUST accompany this form in order to be reviewed for transfer credit.
- CIS 2010 Transfer request review must have a GSU CIS Department Student Self Evaluation attached along with syllabus from course taken at previous institution. Evaluation available in OUAA or through CIS.

********* DO NOT WRITE BELOW THIS LINE ***********

TO: ___________________________   Faculty Evaluator

FROM: ___________________________   Department/School/Institute

RCB/OAA ___________________________   Date

If requested credit will be taken during a future term (i.e. transient, study abroad, etc) at another institution, GSU/RCB transfer credit requirements as stated in the undergraduate catalog must be met.

TRANSFER REVIEWER: This student/applicant has asked that this syllabus be reviewed by a faculty member for possible transfer credit. Please let us know if additional information is needed. Thank you for your time and consideration. Please return this completed form to the Robinson College of Business Room 315, 35 Broad Street, Office of Undergraduate Academic Assistance. Our post office box is 3988. Thank you.

RESPONSE (Circle one): Approved   Disapproved   Need more information

COMMENTS: ___________________________

____________________________________
Name of Evaluator (Please Print)

____________________________________
Signature of Evaluator   Date
FREQUENTLY ASKED QUESTIONS REGARDING TRANSFER CREDIT

Transfer credits are evaluated with the intention of using every possible transfer credit to fulfill course requirements at GSU. There are a number of limitations as to where and how certain courses may be used, and sometimes questions as to what was covered in a particular course. When appropriate, we will request that you submit a syllabus to be evaluated by a faculty member. If you feel that you have already taken a course that is still required, please schedule an appointment with your adviser after reviewing the frequently asked questions below.

Q: How is transfer credit from other University System of Georgia schools treated when I transfer to GSU?
A: When coming from a system school, transfer credits may be applied more liberally. Core Curriculum Courses are used at GSU in the same way they were used at the transfer school, even if the course is not offered at GSU. In other words, if you complete areas A-E at a system school, you will have automatically satisfied areas A-E at GSU.

Q: Why didn't my science courses transfer?
A: The two science courses must be LAB sciences. If the classes did not have labs, they cannot completely satisfy the requirements. If the courses did have labs but have not satisfied the requirements, you may need to submit a course description. See your adviser for more details.

Q: Can't any of these extra classes be used as electives?
A: The BBA program at GSU is very structured; there are few “free” electives, and we cannot make random or arbitrary substitutions (a math course requirement cannot be replaced with a history course, for example). We have made every effort to use all of your previous coursework, or to ask for more information when unsure about using a course to satisfy a degree requirement.

Q: I only had 9 courses left to finish at my old school. Why do I have 14 now?
A: Assuming all previous coursework transferred in, there is still a residency requirement that would need to be satisfied. Students must take a minimum of 39 hours (13 courses) at the 3000/4000 level at GSU to be eligible for a GSU degree. Also, at least 50% (four classes for most majors) of the MAJOR AREA coursework must be done at GSU. This is to preserve the integrity of the degree. Additionally, 30 of the 39 hours of 3000/4000 credit required for residency must be courses taught by the College of Business.

Q: I took CIS/Finance/Management/Marketing classes at XYZ community college. Why won't those count toward my major or as RCB electives?
A: Any credit from a 2-year school can ONLY be used to satisfy course requirements at the 1000 and 2000 level.

Q: Why don't these Accounting/CIS classes count toward my degree? They meet all the other requirements.
A: CIS and Accounting classes can only be used in the Major area if they are less than 5 years old AT THE TIME OF ENROLLMENT. See the catalog or your adviser for details.

Q: Does my GPA also transfer?
A: While your previous grades will always be a part of your academic record, only your GSU GPA will be used to calculate academic standing, enrollment standards, and academic honors.

Q: Can I get course credit for job experience or internships?
A: Generally, no. Requirements must be satisfied through coursework (note: HAdm majors are required to complete an internship)

Q: I already have most of my major classes. Will they all transfer?
A: The academic residency requirements state that at least half of the courses in your major area must be taken at GSU.

Q: How can I find out if a course I took at my old school is the same as one taught at GSU?
A: Submit a syllabus (a course description rarely has the depth of information necessary) of the course you took, along with a request for review of transfer credit form to the OUAA. The information you submit will be reviewed by a faculty member in that department, and a decision will be returned to you. Remember that courses taken at a 2 year school are not eligible to be applied toward 3000/4000 level requirements.

Q: I've lost /thrown away my old syllabi. Isn't a course description from my old school good enough?
A: Course descriptions only describe in the broadest terms what will be covered in a particular class. A syllabus covers in far greater detail the true scope of the subjects taught, as well as listing the textbook and other course materials used. Contact the appropriate department from your previous school and request a copy. The syllabus should be from the term that you took the course.

Q: I already have a Bachelor's degree. Can I just take the courses in the major area and graduate?
A: Just taking the major area coursework may not give you the appropriate background to be successful in completing the degree. You will also be short of meeting the residency requirements outlined on the other side of this page. A bachelor’s degree from an accredited school will automatically satisfy the core curriculum, however. Regardless of your previous transfer work, a maximum of 81 semester transfer hours may be applied toward a GSU degree.

Updated: 3/2/2011